

Part 2: Special Milk (Only) 2007-2008
SITE INFORMATION
COMPLETE ONE PAGE FOR EACH SITE

Local Agency Name: _____ LA Number: _____

1. SITE INFORMATION:

 Site Name

 Physical Address *

 City State Zip

* If other than a street address, please provide directions to the site in the area below.

 Site Supervisor Name and Title:

 Site Phone #:

2. SITE TYPE:

- ☐ Summer Camp Milk Only
☐ Special Milk Program Only (No Access to Meals)
☐ Special Milk Program for Split Session Kindergarten/Preschool

3. PRICING STRUCTURE:

- ☐ Non-Pricing (No charge for milk)
☐ Pricing
☐ Option 1 (All children charged the same price for milk regardless of eligibility)
☐ Option 2 (Price charged for milk is based on eligibility)

4. MILK BILLING AND PAYMENT COLLECTION: (Pricing Programs Only)

- ☐ Yes ☐ No Does your agency use a software system to track meal counts?
☐ Yes ☐ No Do you distribute tokens, tickets, etc. to students as a way to track payments?
☐ Yes ☐ No Do you have procedures in place to protect anonymity of students who receive free milk?
 If "NO" please explain.

5. MILK SERVICE: Indicate the meal service times and the anticipated milk servings by the appropriate meal/s (e.g., if you anticipate all children having 1 serving of milk and half of them taking a second milk serving, multiply your ADP by 1.5).

Meal Type	Service Time		Anticipated
	From	To	ADP
Breakfast			
Lunch			
Supper			
Snack (AM/PM)			

6. COST INFORMATION: Indicate the actual cost of milk per half-pint paid to the dairy for milk used in the Special Milk Program.

Whole _____ 2% _____ 1% _____ Skim _____ Flavored _____

7. **STORAGE FACILITIES:** Describe the milk storage facilities.

8. **GRADES:** Please indicate the grades of the children that will be served at the site.

(Circle the grades of children participating) P K 1 2 3 4 5 6 7 8 9 10 11 12

9. **CLAIM PREPARATION:** ☐ Yes ☐ No Standard edit checks are applied to eligibility category daily counts and totals in preparing the claim for reimbursement.

☐ Yes ☐ No Alternate edit checks are described on a separate sheet and approval for these is requested.

10. **WELLNESS POLICY:** (schools only)
☐ Yes ☐ No Does the agency have a wellness policy on file for the Special Milk Program?

PUBLIC ANNOUNCEMENT

1. Each sponsor must provide assurance that a brochure or public announcement of open admission policy will be provided to all participants. Open admission means that participation is not limited within the sponsoring organization.
2. Child and Adult Nutrition Services does not require the sponsoring agency to pay for publication of the public announcement in a newspaper.
3. A copy of the public announcement or brochure must be maintained on file for three years.
4. At least one of the following items must be attached: (check which one/s sent)
 - ☐ a. A copy of the brochure used containing the open admission statement as written in the public announcement below is attached.
 - ☐ b. We have attached a copy of the letter to the media and the public announcement.
(Public announcement prototype below)
 - ☐ c. A copy of the public announcement that was published is attached.
(Please send the full newspaper page on which the release was printed.)

PUBLIC ANNOUNCEMENT OF OPEN ADMISSION PROTOTYPE

Non-Pricing Programs

The _____ (Sponsor/Agency Name) _____ participates in the Special Milk Program and has an open admission policy. Milk will be made available to all enrolled children at no separate charge. For more information contact _____ (name) _____ at _____ (phone number) _____.

This agency is an equal opportunity provider.

Pricing Programs

The _____ (Sponsor/Agency Name) _____ participates in the Special Milk Program and has an open admission policy. Milk will be made available to all enrolled children at no separate charge. Participants may qualify for free milk if they are eligible. If a child is not eligible the price for each milk served will be \$ _____ (price) _____. For more information contact _____ (name) _____ at _____ (phone number) _____.

This agency is an equal opportunity provider.